



March 17, 2009

## INSTRUCTIONS TO OFFERORS

### **SUBJECT: Communications Support Team (CST) Emergency Response Vehicle**

The Federal Aviation Administration intends purchase a Communications Support Team (CST) emergency response vehicle. The procurement will be in accordance with the attached Statement of Work (SOW) and Evaluation Criteria.

Please submit **one (1) original and four (4) copies** of your company's proposal for this procurement *no later than 12:00 pm EST on Friday, April 17, 2009* to:

Federal Aviation Administration  
Attn: Jacqueline Naranjo, AJA-482  
800 Independence Avenue, SW  
Room 402  
Washington, DC 20591

Please ensure the proposal contains the following information:

1. Technical Proposal that addresses each of the attached Evaluation Factors
2. Proposed Delivery Schedule
3. Price Proposal (Must be Fixed Price)
4. Completed Business Declaration Form
5. Completed DELPHI Vendor Entry Worksheet
6. 8(a) or SDVOSB Certification Letter, if applicable
7. Point of contact and title

In addition to the requirements above, each Offeror must provide three (3) of their past clients with the attached Past Performance Questionnaire. *Clients* must return the completed questionnaires by e-mail to [Robert.Corcoran@faa.gov](mailto:Robert.Corcoran@faa.gov), with informational copies (cc:) to [Pamela.Davis@faa.gov](mailto:Pamela.Davis@faa.gov) and [Jacqueline.Naranjo@faa.gov](mailto:Jacqueline.Naranjo@faa.gov). If less than three (3) questionnaires are submitted, the Offeror will be given scores of zero for each missing questionnaire.

Proposals submitted in response to this Screening Information Request (SIR) will be evaluated using a tiered approach. Tiered evaluation of offers is a process by which FAA promotes small business participation while providing a means to continue the procurement if small business participation is insufficient. Offers from other than small business concerns will *only* be considered after the determination that an insufficient number of offers from responsible small business concerns were received. The tiered order of precedence for evaluating offers received in response to this SIR will be as follows:

- (1) Service-Disabled Veteran Owned Small Business (SDVOSB);
- (2) Socially and Economically Disadvantaged Business (SEDB) expressly certified by the Small Business Administration (SBA) for participation in SBA's 8(a) program;
- (3) Very small business;
- (4) Small business; and
- (5) Other than small business.

Once offers are received, the FAA will evaluate a single tier of offers according to the order of precedence specified above. If no award can be made at the first tier, the evaluation will proceed to the next lower tier until award can be made. As noted above, if applicable, Offerors must include their 8(a) or SDVOSB certification letters with their proposals.

Please note that your company will be evaluated based solely on the information provided in its proposal. Also, the attached Evaluation Criteria will be used as the basis for scoring each proposal. In order to maximize your score, please make sure to adequately address each factor listed.

If you have any questions, please contact Jacqueline Naranjo at (202) 267-3163, [Jacqueline.Naranjo@faa.gov](mailto:Jacqueline.Naranjo@faa.gov) or Pamela Davis at (202) 267-8068, [Pamela.Davis@faa.gov](mailto:Pamela.Davis@faa.gov).